



1. General Course Information

1.1 Course Details

Course Code:	1202AFE
Course Name:	Financial Planning 1
Trimester:	Trimester 1, 2020
Program:	Associate Degree in Commerce & Business
Credit Points:	10
Course Coordinator:	Tania Driver
Document modified:	12 February 2020

Course Description

Financial Planning 1 is a 10 Credit Point course within the Associate Degree in Commerce and Business. The course is situated within the second year of the program. The Associate Degree in Commerce and Business is designed to provide students with a pathway to:

- further university studies in Commerce, Business and related degrees or
- direct employment

This course provides students with a broad overview of personal financial planning and what is required of a financial planner. It also provides students with an opportunity to practically apply the knowledge and skills learnt in this subject to a real-life financial planning task.

Assumed Knowledge

There are no prerequisites for this course

1.2 Teaching Team

Your lecturer/tutor can be contacted via the email system on the portal.

Name	Email
Tania Driver	Tania.Driver@staff.griffithcollege.edu.au

1.3 Staff Consultation

Your lecturer/tutor is available each week for consultation outside of normal class times. Times that your lecturer/tutor will be available for consultation will be given in the first week of lectures. A list of times and rooms will be published on the Griffith College Portal under the "Support and Services/Teacher Consultation Times" link.

1.4 Timetable

Your timetable is available on the Griffith College Portal at Class Timetable in Student and Services.

1.5 Technical Specifications

All students must have access to a computer or suitable mobile device.

2. Aims, Outcomes & Generic Skills

2.1 Course Aims

The aim of Financial Planning 1 is to develop a strong foundation for students wishing to study Financial Planning degree, as well as providing invaluable knowledge and skills in personal finance. The course is a pre-requisite for a number of courses in the Program, which further develop the knowledge and skills gained in this course. Upon completion of this course, students should have an understanding of the regulatory framework governing the Australian financial services industry and possess basic financial planning skills in investment advice and strategies, superannuation, risk management and insurance, taxation and estate planning. This is reflected in the learning outcomes below.

2.2 Learning Outcomes

After successfully completing this course you should be able to:

- 1.1 Explain how financial planners are regulated and their legal obligations when providing advice to a client
- 1.2 Prepare and present a range of calculations to support client's goals
- 1.3 Calculate appropriate taxation strategies for a client
- 1.4 Assess the impact a client's risk tolerance, capacity for risk and investment timeframe have on your strategic investment recommendations
- 1.5 Recommend appropriate wealth creation and protection strategies for a client
- 1.6 Evaluate appropriate retirement and estate planning strategies for a client
- 1.7 Calculate a client's age pension entitlement and advise strategies for increasing the entitlement

2.3 Generic skills

For further details on the Generic Skills please refer to the Graduate Generic Skills and Capabilities policy.

Griffith College aims to develop graduates who have an open and critical approach to learning and a capacity for lifelong learning. Through engagement in their studies, students are provided with opportunities to begin the development of these and other generic skills.

Studies in this course will give you opportunities to begin to develop the following skills:

Generic Skills	Taught	Practised	Assessed
Knowledge and skills with critical judgement	Yes	Yes	Yes
Communication and collaboration skills	Yes	Yes	Yes
Self-directed and active learning skills	Yes	Yes	
Creative and future thinking skills		Yes	Yes
Social responsibility and ethical awareness	Yes	Yes	Yes
Cultural competence and awareness in a culturally diverse environment	Yes	Yes	Yes

3. Learning Resources

3.1 Required Resources

McKeown W., Kerry, M. & Olynyk, M. (2014). Financial Planning, **2nd edition**, John Wiley and Sons Australia: Milton.

3.2 Recommended Resources

If you are considering undertaking the Finance major, most finance courses involve problems requiring calculations. As many of these are solvable using a scientific calculator (addition, subtraction, division, multiplication, powers, square roots, logarithms and exponentials, statistical functions) you should make sure that you have access to such a calculator and its manual at the beginning of each course.

You will also find a range of statistical, scientific and financial functions in electronic spreadsheets like Microsoft Excel, and these are useful for the preparation of work where manual calculation is not strictly required or recommended.

You should also consider purchasing a financial calculator as it offers nearly all of the functions found in scientific calculators, as well as compound interest and discounting, amortization, bond pricing and yields and investment appraisal functions (including net present value and the internal rate of return). You will find these are of great benefit in your studies and future careers. Examples include the Casio FC-100V and 200V, Sharp EL733A and EL735, Hewlett- Packard HP 10bII, 12c, 12c Platinum and 17bII+ and Texas Instruments BA II Plus.

3.3 College Support Services and Learning Resources

The College provides many facilities and support services to assist students in their studies. Links to information about College support resources that are available to students are included below for easy reference.

[Digital Library](#) – Databases to which Griffith College students have access to through the Griffith Library Databases.

MyStudy – there is a dedicated website for this course via MyStudy on the Griffith College Portal.

[Academic Integrity Tutorial](#) - this tutorial helps students to understand what academic integrity is and why it matters. You will be able to identify types of breaches of academic integrity, understand what skills you will need in order to maintain academic integrity, and learn about the processes of referencing styles.

Services and Support provides a range of services to support students throughout their studies including personal support such as Counselling; Academic support; and Welfare support.

Jobs and Employment in the [Student Hub](#) can assist students with career direction, resume and interview preparation, job search tips, and more.

[IT Support](#) provides details of accessing support, information on s numbers and internet access and computer lab rules.

3.4 Other Learning Information

Attendance

You are expected to attend all lectures and tutorials and to actively engage in learning during these sessions. You are expected to bring all necessary learning resources to class such as the required textbook and /or Workbook. In addition, you may BYOD (bring your own device) to class such as a laptop or tablet. This is not a requirement as computer lab facilities are available on campus, however, the use of such devices in the classroom is encouraged with appropriate and considerate use principles being a priority.

Preparation and Participation in Class

In order to enhance learning, prepare before lectures and tutorials. Read the relevant section of your text book before a lecture, and for a tutorial read both the textbook and the relevant lecture notes. If you have been given tutorial exercises, make sure you complete them. Active participation in lectures and tutorials will improve your learning. Ask questions when something is unclear or when you want to bring some issue to your lecturer or tutor's attention; respond to questions to test your knowledge and engage in discussion to help yourself and others learn.

Consultation Sessions

Teachers offer extra time each week to assist students outside the classroom. This is known as 'consultation time.' You may seek assistance from your teacher on email or in person according to how the teacher has explained this to the class. Attendance during consultation time is optional but you are encouraged to use this extra help to improve your learning outcomes.

Course Materials

Lecture notes will be made available to you in MyStudy on the Griffith College Portal and you are advised to either print these out and bring them to each class so that extra notes can be added or BYOD (bring your own device) and add extra notes digitally.

Self-Directed Learning

You will be expected to learn independently. This means you must organise and learn the course content even when you are not specifically asked to do so by your lecturer or tutor. This involves revising the weekly course material. It also means you will need to find additional information for some assessment items beyond that given to you in textbooks and lecture notes, and to construct your own response to a question or topic. All of this requires careful planning of your time. Expect to spend, on average, at least 10 hours per week including class time for each of your courses.

Program Progression

You are reminded that satisfactory Program Progression requires that attendance in classes is maintained at equal to or greater than 80%, and that GPA is maintained at equal to or greater than 3.5 [please see Griffith College Policy Library - Program Progression Policy - for more information].

Teacher and course Evaluation

Your feedback is respected and valued by your lecturers and tutors. You are encouraged to provide your thoughts on the course and teaching, both positive and critical, directly to your lecturer and tutor or by completing course and lecturer evaluations via Griffith College's evaluation tool whenever these are available.

4. Learning and Teaching Activities

4.1 Weekly Learning Activities

Week	Topic	Activity	Readings	Learning Outcomes
1	Topic 1: Personal Financial Planning	Lecture	See Portal	Learning Outcomes: 1.1
2	Topic 2: Financial Planning Skills	Lecture	See Portal	Learning Outcomes: 1.2
3	Topic 3: Taxation Planning	Lecture	See Portal	Learning Outcomes: 1.3
4	Topic 4: Goal setting / investment choices	Lecture	See Portal	Learning Outcomes: 1.4
5	Topic 5: Investing directly in Cash, Fixed Interest, Shares & Property. Investing in Managed Investment Schemes	Lecture	See Portal	Learning Outcomes: 1.2, 1.3, 1.4, 1.5
6	Topic 6: Risk Management & Insurance	Lecture	See Portal	Learning Outcomes: 1.3, 1.6
7	Mid-trimester exam revision lecture	Lecture	See Portal	
8	Topic 7: Superannuation	lecture	See Portal	Learning Outcomes: 1.2, 1.3, 1.4, 1.5, 1.7
9	Topic 8: Estate Planning	Lecture	See Portal	Learning Outcomes: 1.3, 1.7
10	Topic 9: Social Security	Lecture	See Portal	Learning Outcomes: 1.8
11	Topic 10: Development of a Statement of Advice	Lecture	See Portal	Learning Outcomes: 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.
12	Revision	Lecture	See Portal	

5. Assessment Plan

5.1 Assessment Summary

Item	Assessment Task	Weighting	Learning Outcomes	Due Date
1	Quiz	10%	Topics 1 and 2	Week 4
2	Mid-trimester exam	30%	Topics 3, 4, 5 and 6	Week 8
3	Oral presentation	20%	Topics 2-7	Weeks 3-9
4	Final Exam	40%	Topics 7, 8, 9 and 10	Week 14

5.2 Assessment Detail

Quiz:

Title: Quiz

Learning Outcomes Assessed: Topics 1 and 2

Due Date: Week 4

Weight: 10%

Format: Closed book

Task Description: The quiz is designed to test student's initial understanding of the course material. This assessment item will also be used to identify students who perform poorly, so additional assistance can be provided.

The quiz questions will consist of true/false, multiple choice questions and short answer questions. The results of the quiz will be available under "Grades". The quiz will be held during the workshop. The feedback will be available in week 5 after class during consultation.

Mid-trimester exam

Title: Mid-trimester exam

Learning Outcomes Assessed: Topics 3, 4, 5 and 6

Due Date: Week 8

Weight: 30%

Perusal: No perusal

Duration: 120 minutes

Format: Closed book

Task Description: Mid-trimester exam will cover Topics 3, 4, 5 and 6. It may include multiple choice questions, short answer questions, calculation questions and/or case study-based questions. The results of the mid-trimester exam will be available under "Grades". The feedback will be available in week 9 after class during consultation.

Oral presentations

Title: Oral presentation

Learning Outcomes Assessed: Topics 2, 3, 4, 5, 6, 7

Due date: Weeks 3-9

Weight: 20%

Details: The set of questions which can be picked for presentation will be allocated for every week's tutorial and can be found on Portal. The students will be asked to pick a tutorial question from the options available and present it in the class in a format of an oral presentation. Every student will have to present only one (1) topic during the trimester. Every week there will be presentations, starting in week 3. By the end of week 2, all students MUST pick a question for the presentation. If the question will not be picked by the end of week 2, the question will be allocated to the student. The results of the oral presentations will be available under "Grades". The oral presentations will be held during the workshop. The feedback will be available every week after class during consultation.

Final Exam:

Title: Final Exam

Learning Outcomes Assessed: Topics 7, 8, 9 and 10.

Due Date: Examination Period

Weight: 40%

Perusal: No perusal

Duration: 150 minutes

Format: Closed book Task Description: The exam will be conducted during the University examination period. It may include multiple choice questions, short answer questions, calculation questions and/or case study-based questions.

Submission and Return of Assessment Items

The Final Exam will be held in week 14, and results posted to the Griffith College portal in the week following exam week.

5.3 Late Submission

An assessment item submitted after the due date, without an approved extension from the Course Coordinator, will be penalised. The standard penalty is the reduction of the mark allocated to the assessment item by 5% of the maximum mark applicable for the assessment item, for each working day or part working day that the item is late. Assessment items submitted more than five working days after the due date are awarded zero marks.

Please refer to the Griffith College website - Policy Library > Assessment Policy for guidelines and penalties for late submission.

5.4 Other Assessment Information

Retention of Originals

You must be able to produce a copy of all work submitted if so requested. Copies should be retained until after the release of final results for the course.

Requests for extension

To apply for an extension of time for an assignment, you must submit an [Application for Extension of Assignment](#) form to your teacher at least 24 hours before the date the assignment is due. Grounds for extensions are usually: serious illness, accident, disability, bereavement or other compassionate circumstances and must be able to be substantiated with relevant documentation [e.g. [Griffith College Student Medical Certificate](#)]. Please refer to the Griffith College website - Policy Library - for guidelines regarding extensions and deferred assessment.

Return of Assessment Items

1. Marks awarded for in-trimester assessment items, except those being moderated externally with Griffith University, will be available on the Student Portal within fourteen [14] days of the due date. This does not apply to the final assessment item in this course (marks for this item will be provided with the final course result).
2. Students will be advised of their final grade through the Student Portal. Students can review their exam papers after student grades have been published (see relevant Griffith College Fact Sheet for allocated times at Support> Factsheets). Review of exam papers will not be permitted after the final date to enrol.
3. Marks for **all** assessment items including the final exam (if applicable) will be recorded in the Moodle Course Site and made available to students through the Moodle Course Site.

The sum of your marks overall assessment items in this course does not necessarily imply your final grade for the course. Standard grade cut off scores can be varied for particular courses, so you need to wait for the official release of grades to be sure of your grade for this course.

6. Policies & Guidelines

Griffith College assessment-related policies can be found in the [Griffith College Policy Library](#) which include the following policies:

Assessment Policy, Special Consideration, Deferred Assessment, Alternate Exam Sitting, Medical Certificates, Academic Integrity, Finalisation of Results, Review of Marks, Moderation of Assessment, Turn-it-in Software Use. These policies can be accessed using the 'Document Search' feature within the [Policy Library](#)

Academic Integrity Griffith College is committed to maintaining high academic standards to protect the value of its qualifications. Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, teachers, researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Academic integrity is important for an individual's and the College's reputation.

All staff and students of the College are responsible for academic integrity. As a student, you are expected to conduct your studies honestly, ethically and in accordance with accepted standards of academic conduct. Any form of academic conduct that is contrary to these standards is considered a breach of academic integrity and is unacceptable.

Some students deliberately breach academic integrity standards with intent to deceive. This conscious, pre-meditated form of cheating is considered to be one of the most serious forms of fraudulent academic behaviour, for which the College has zero tolerance and for which penalties, including exclusion from the College, will be applied.

However, Griffith College also recognises many students breach academic integrity standards without intent to deceive. In these cases, students may be required to undertake additional educational activities to remediate their behaviour and may also be provided appropriate advice by academic staff.

As you undertake your studies at Griffith College, your lecturers, tutors and academic advisors will provide you with guidance to understand and maintain academic integrity; however, it is also your responsibility to seek out guidance if and when you are unsure about appropriate academic conduct.

In the case of an allegation of a breach of academic integrity being made against a student he or she may request the guidance and support of a Griffith College Student Learning Advisor or Student Counsellor.

Please ensure that you are familiar with the Griffith College Academic Integrity Policy; this policy provides an overview of some of the behaviours that are considered breaches of academic integrity, as well as the penalties and processes involved when a breach is identified.

For further information please refer to the Griffith College website - Policy Library > Academic Integrity Policy

Reasonable Adjustments for Assessment – The Disability Services policy

The Disability Services policy (accessed using the Document Search' feature with the [Policy Library](#)) outlines the principles and processes that guide the College in making reasonable adjustments to assessment for students with disabilities while maintaining academic robustness of its programs.

Risk Assessment Statement

There are no out of the ordinary risks associated with this course.

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